Human Resource Professionals of Central PA

PO Box 285, Lemoyne, PA 17043 info@hrpcpa.org

Human Resource Professionals of Central PA – Chapter #0644
Board of Directors' Meeting Minutes
April 9, 2024

Participants: Jackie Williams, Darice Mayhew, Emily Clemmer, Danielle Schreader, Addeline Alaniz Edwards, Andrea Wandling, Dale Redmond, Elyse Perry, Christine Schaffer., Emily Thoman, Shannon McCurdy

[Participants via Zoom:] Christine Keyser, Katherine English

[**Not in attendance**:] Mark Clark, Amanda Price

Call to Order: The meeting was called to order at 8:02 a.m.

A motion to approve the April 2024 Board meeting minutes was made by Darice and seconded by Mark with all in favor.

Treasurer's Report – Danielle Schreader

- We are ¼ into the year and at 14% of our expense budget.
- Our expense budget is $67,600 and our actual expenses are $10,000.
- This time last year we were at 11% of the budget; this can be attributed to chapter meeting costs, which LY March was at about $700.
- This year chapter meetings are at about $2300.
- We are currently at 43% of revenue.
- Membership dues make up 64% of our revenue versus LY we were at 38%.
- We are at 68% of our budgeted goal of $28,000. We currently have $19,000 in revenue in the books.
- Commitment to checking emails and handling check requests consistently on Wednesdays and over the weekends at the very least; may be able to respond sooner with work commitments lessening.
- Urgent matters, feel free to text.

Old Business – Jackie Williams

- Confirmed the volunteers for One HR Conference. We will use the HRP credit card to register Katherine English and Shannon McCurdy.
- Confirmed general credits will be given for attendance at One HR Conference.
- Volunteers will be reimbursed for parking for One HR.
- Lunch will be provided by One HR.

- Confirmed items needed for our booth at One HR include cloth for the table, signage for free membership raffle, candy, and HRP handouts.
- Reviewed all action items from the previous meeting were completed including the link for the volunteer form for Midwest Food Bank; Amanda has reached out to Mark about combination committee event; Completed a gift basket for the conference and Christine K is going to bring to the conference.

New Business – Jackie Williams

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Core Leadership Area (CLA) Reports

- **Membership – Addeline Alaniz Edwards**
  - We are currently at 301 members; 8 new members and 10 from the calls made to expired members; Confirmed expired member Janet Jackson will be sending in a check.
  - We have 3 pending members that Addeline will reach out to.
  - Addeline is working with SHRM membership directly to confirm non-members due to some members using a secondary; Can we capture secondary emails for members in the future.
  - Membership and financial records matched up quarterly.
  - StarChapter is currently reporting 500.
  - One HR special pricing suggested (maybe 50% discount)
  - Check to see if SHRM sends out a physical blast to members at large where we give the content.
  - Scheduling a committee meeting in May.

Action Item: Danielle Thomas is still outstanding so we will close out and send an email; Perform an audit of memberships to confirm SHRM members; Remove non-members from StarChapter; Revisit membership campaign/outreach efforts.

- **Membership Engagement – Mark Clarke**
  - Reached out to new members and they appreciate the check-in.
  - We have 15 ppl registered for volunteer work and Gilligans.
  - Connect with Addeline for ideas on what members are looking for with the summer members-only networking event.
  - Currently brainstorming with Amanda (Diversity Chair) for the combination committee fall event which will incorporate volunteerism.

Action Item: Send another email blast for volunteer and networking events to reach the goal of 24-30 participants.

- **Programs – Andrea Wandling**
  - The March meeting had 104 members signed up and 79 in attendance.
  - 15 attendees responded to the survey via email blast.
  - Upcoming 2024 Chapter Meetings:
    - April 23rd - Virtual: Heather Roth – PA Human Relations Commission (EEO complaints, changes to PHRA, and what employees can do to stay in compliance)
      No Sponsor
    - May 28th – In-Person: Jason Jones with WD Pathways – "Supporting Change in Organizations"
      Sponsor: Abel Personnel
    - June 25th – In-Person: Jennifer Germain with Compass Health Coaching – "Paradigm Shift: Employee Lifestyle Changes Impact Company Culture & Productivity "
      Sponsor: Hubric Resources
    - July 23rd Virtual: Workforce Readiness Committee
      No Sponsor
- **Communications – Darice Mayhew**
  - Communications has new committee members with an upcoming meeting.
  - The annual conference page is up.
  - Identified replacements for HootSuite due to their rate almost doubling for 2024.

- **Conference – Emily Clemmer**
  - The committee had a meeting.
  - Save the date for the annual conference has been communicated.
  - Requesting keynote speaker recommendations for the conference.

- **Diversity – Amanda Price**
  - In discussion with Mauricio on topics for the Diversity chapter meeting.

- **Foundation – Christine Keyser**
  - Requested SHRM scholarship to be posted in April newsletter.

- **Legal/Legislative – Katherine English**
  - Discussed HR101 ideas in recent committee meeting.
  - Requested to move the meeting to a different month.

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  - Legal & legislative roundtable for the conference.

- **Professional Development – Shannon McCurdy**
  - May Topic- Managing multi-generational workforce.
  - June Topic- Employee Handbooks (lunch & learn).
  - Employee benefits is another topic of discussion for lunch and learns.
  - Planning is underway for the SHRM certification study group.

- **Workforce Readiness/College Relations – Elyse Perry**
  - Connected with Tanish (Talent & Acquisition) for July topics.
  - Identified 5 schools in the area with HR programs and brainstormed to speak with them in the fall.

- **President and Officers Report – Jackie Williams**
  - Darice will represent HRP of CPA at SHRM in June.
  - Waiting on our status from SHRM.
  - Working on succession plan; reviewing our bylaws and the cadence for terms; it's taking SHRM a long time to approve bylaws.
  - All board meetings are virtual until September.
  - Will send everyone the information for PA SHRM Volunteer Leaders conference held in Gettysburg.
  - Start recruiting for new committee chairs.
  - Will review the use of consent agendas to reduce board meeting times to an hour or less.

- **Round Table Discussion**
  - Free Volunteer Leadership Conference hosted by PA SHRM 7/26/2024; reception for the conference is held the night before on 7/25.

Adjournment
A motion to adjourn was made by Emily C. and seconded by Shannon with all in favor. The meeting was adjourned at 8:56 a.m.